



STATE OF WASHINGTON

STATE INVESTMENT BOARD

2100 Evergreen Park Drive SW, Suite 100, P.O. Box 40916, Olympia, Washington 98504-0916

Webmaster / Graphics Coordinator

WMS Recruitment Announcement

Location: Olympia, Washington
Salary: WMS Band 1, (\$43,000 - \$55,000 annually depending on qualifications)
Open Date: January 13, 2004
Closing Date: February 3, 2004

AGENCY PROFILE

The Washington State Investment Board (WSIB) manages over \$53 billion in investments of state pension and public trust fund assets and, as such, communicates with a variety of audiences locally and internationally.

POSITION PROFILE

The WSIB's web site is an essential tool to provide retirement and other fund beneficiaries with the information they need to monitor investment performance rates and agency activities. As a leading resource of institutional and pension fund information, the WSIB relies on its website and graphic presentation materials to communicate with public policy makers, financial and investment professionals, business and general news media, and other interested parties. The website and graphics materials must be designed and maintained to provide most accurate, up-to-date information about WSIB investments, fiduciary decisions, and how we're working to maximize returns for the greatest possible benefit to those we serve.

This is an advanced working manager position responsible for developing and maintaining a state of the art website that anticipates and exceeds information content, usability, and accessibility expectations of all users from the most sophisticated to novice audiences. This position is also responsible for developing and maintaining an agency graphic standard that enables executive management and WSIB staff to more effectively communicate valuable, objective financial information and other relevant issues to investment professionals, policy makers, fund beneficiaries, press, and the general public.

PREFERRED QUALIFICATIONS

We are searching for a *creative, energetic* highly skilled individual who sets and achieves goals, but is as *flexible* as the marketplace when changes are required.

We prefer candidates who have seasoned, demonstrable website design and management experience and/or demonstrable graphics design and management experience.

KNOWLEDGE AND SKILLS

- Demonstrated ability to manage multiple, high-priority projects while working independently and efficiently under multiple deadlines in a fast-paced, team environment.
- Solid, senior level experience working with layout and design of graphics and text in various formats including PageMaker, Dreamweaver, Photoshop, Visual Basic, Adobe Illustrator and Acrobat, Power Point, Visio, and Word.
- Ability to program in HTML and other Internet languages (JAVA, Visual Basic, etc.)
- Understanding of web-based protocols (FTP, telnet, TCP/IP, e-mail, etc).
- A solid understanding of Internet usability and navigational testing and to meet customer-service and user-friendly communication goals.
- Proven ability to keep abreast of current developments of the World Wide Web through continuing education, professional reading, workshops, etc.
- A results-oriented, problem-solving individual who sets and achieves goals with the ability to think long-term and develop strategies beyond one year.
- Excellent written, verbal communication skills.
- Precise, attention to detail proofreading, editing, composition, and layout skills.
- Willingness to work extended hours as needed and proven history of maintaining effective working relationships with supervisors and co-workers.

PRINCIPAL RESPONSIBILITIES

Reporting to the Communications and Legislative Coordinator, this position:

- Develops, implements, and manages agency strategy for creating and maintaining the world class agency website.
- Updates and redesigns website to expand information dissemination capacity and ensure accuracy, currency, and readily apparent and easy navigation.
- Conceptualizes, creates, and ensure compliance of agency graphics standard to establish visual identity, integrity, and reliability.
- Works with the Communications and Legislative Coordinator to assess customer needs, expectations, and satisfaction to improve financial information content and relevancy provided in graphic presentations, annual report, charts, graphs, and other related communication tools.
- Has oversight responsibility for agency Intranet.
- Mentors and trains other WSIB staff for backup and develops documents and tools for staff training.

BENEFITS

Benefits include vacation/sick leave, 11 paid holidays, medical/dental coverage, life/disability insurance, retirement and an optional deferred compensation (457) plan.

APPLICATION PROCESS

This recruitment will close on **February 3, 2004**. Applications received by this closing date will be given first consideration. To be considered for this vacancy, applicants are requested to submit all of the following at the time of application:

- Letter of interest with a description of experience in relation to the knowledge and skills and preferred qualifications for the position;
- Fully-completed [Washington State application](#) (including dates, duties, past salaries, etc.);
- Resume;
- Name, address, and phone number of three professional references from different organizations (current and past supervisors preferred) with current phone numbers;
- If available, three samples of your published graphics material tailored to a specific audience;
- If available, sample of your work on current or past website that you were responsible for designing and maintaining.

NOTE: Work samples become WSIB property and will not be returned.

A criminal history records check to include background investigations, fingerprinting, and credit check are required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

Please submit material by postal service, fax or e-mail to:

Washington State Investment Board
Attention: Human Resources Department
PO Box 40916
Olympia, Washington 98504-0916

E-mail: kwalters@sib.wa.gov
FAX: (360) 956-4784
PH: (360) 956-4712

The WSIB encourages you to access and print the job announcement and state application from our web site: <http://www.sib.wa.gov/>. To receive an application package in the mail, phone (360) 956-4712 or fax (360) 956-4784.

The State of Washington is an equal employment opportunity employer. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format, may contact Kristi Walters, Acting Human Resource Administrator, at (360) 956-4712, by fax to (360) 956-4784, or via email to Kwalters@sib.wa.gov.

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the Applicant Profile data sheet. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel. [Click here for the Applicant Profile Form](#)